

ASSESSOR

POLICY DESCRIPTION FORM

Department/Group: _____ Assessor/Fiscal _____ Budget Code: RCS ASR ASR
 Title: Increase in Services and Supplies for Postage/Printing Costs

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Due to reductions in the Assessor general fund, several expenses were shifted to the state provided Property Tax Administration Program (PTAP). Two of these expenses are the printing (2323) of state mandated forms and the postage (2310) necessary to mail them to the taxpayers. Examples of these mandated forms are supplemental assessment notices, assessment roll change notices, business property statements, and homeowners and other exemption claims.

The PTAP is provided by the state to reduce assessment backlogs and increase revenue back to the state as well as the funded counties. This is accomplished through additional staffing as well as automation. Historically, the increases to salary based on the MOU have not been provided for this fund (RCS). This has caused a decline in the funds available for other services and supplies. The Assessors office is now at a point where we cannot function without supplemental funding for the requisite MOU increases. All budgeted expenditures have been reduced to a minimum.

Maintaining the current staffing is critical to the revenue to the state as well as the county. Additionally, the staff is requisite to achieve the contractually mandated workload criteria. Financially, the staff cost an average of \$60,000 and provide a return of \$157,000.

| | 2003-04 | Ongoing 2004-05 |
|--|----------|--------------------|
| APPROPRIATIONS | | |
| Salaries & Benefits (attach additional page if required) | \$ _____ | \$ _____ |

| CLASSIFICATIONS | | |
|-----------------|-------|--------|
| Budgeted Staff | Title | Amount |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| | | |
|-----------------------|---------|---------|
| Services & Supplies | 225,000 | 225,000 |
| Other (specify) _____ | _____ | _____ |
| Equipment | _____ | _____ |

| FIXED ASSETS | |
|--------------|--------|
| Item | Amount |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | | |
|--------------------------------|------------|------------|
| Reimbursements (specify) _____ | _____ | _____ |
| Total: | \$ 225,000 | \$ 225,000 |

| | | |
|--------------------------------|----------|----------|
| REVENUE (specify source) _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total: | \$ _____ | \$ _____ |

| | | |
|------------|------------|------------|
| LOCAL COST | \$ 225,000 | \$ 225,000 |
|------------|------------|------------|